

**Notes of a Meeting to Discuss the Functions of the Democratic Services  
Committee held on Wednesday 7<sup>th</sup> March, 2012 at County Hall,  
Llandrindod Wells.**

**Present:** County Councillor M. Hodges (Chair), Jeremy Patterson (Chief Executive), Clarence Meredith (Strategic Director – Law and Governance), Janet Kealey (Head of Legal, Scrutiny and Democratic Services), Stephen Boyd (Cabinet Business Manager), Wyn Richards (Scrutiny Services Manager)

**Functions of the Democratic Services Committee.**

The Local Government Measure 2011 provides that the Democratic Services Committee should undertake the following functions:

- (a) designate the officer who is to be the Head of Democratic Services (HDS) following advice from the Chief Executive.
- (b) consider any report or recommendation from the HDS within 3 months
- (c) review the adequacy of provision by the authority of staff, accommodation and other resources to discharge the democratic services functions based on reports from the head of Democratic Services.
- (d) make reports and recommendations to the Council in relation to such provision ( the Measure requires the DSC to furnish all non committee members with a copy)
- (e) The DSC cannot exercise any functions other than those specified above
- (f) The Measure stipulates that the DSC must have regard to ministerial guidance.

**Additional Roles:**

- Assisting in the improvement of the scrutiny and non-executive role acting as a catalyst for improving the relationship between the Executive and Scrutiny;
- Consideration of issues arising from the Annual Improvement Letter in relation to the operation of the executive, scrutiny and committees generally including member support and development;
- Review of Committee structures;
- Undertake the role of the current Member Development Working Group in driving forward the Member Development project and programme;
- Revisions to the Constitution;

Suggested that 4 meetings of the committee be set in the diary annually. Some of the work above e.g. Member Development might be undertaken by Member and Officer Working Groups which could meet as and when required.